Chapter 10: Administrative Request Status Box

The **Administrative Request Status Box** provides electronic notification to owner-authorized users on the status of specific administrative requests (e.g., 30-Day Extension Requests, Resubmission Requests, Waiver Requests) via FASSUB. Initially all electronic administrative requests are assigned a status of "Pending" by the system, and are visible in the **Administrative Request Status Box**. Electronic administrative requests are reviewed by REAC analysts who provide a decision of approved or disapproved. The **Administrative Request Status Box** only displays administrative requests, and detailed status information for annual financial statements that owners are authorized to access.

Administrative Request Status Box

The **Administrative Request Status Box** is set-up in a table format with easy to use features, including columns, links, view options, and sorting capabilities. It defaults to a view of All, displaying all requests in ascending order (oldest to newest).

Status Box					
Project	**Period From**	**Period To**	**Date Received**	**Type**	**Status**

Status Box	
Project	This column displays the FHA and/or Contract number and name of the Multifamily Housing project. If the project is a combined submission, all the projects associated with that particular AFS data submission display in a drop-down list.
Period From	This column displays the start date of the reporting period for the annual financial statement.
Period To	This column displays the end date of the reporting period for the annual financial statement.
Date Received	This column displays the date the electronic request is received in the system.

Type	This column displays the nature of the request (e.g., RESUB, EXTEN, and WAIVR).
Status	This column displays the status of the request. The underlined status links to a detail page that provides specific information, including the decision and reason for the decision about that request (if a decision is made).

The **View Options** indicator located at the bottom allows the user to view or filter the different types of submitted requests that are assigned to that owning entity. The **Administrative Request Status Box** separates the requests into categories, as indicated in the chart below.

SELECT	DISPLAYS
All (Default)	All Requests
Resubmission	Only Resubmissions
Extension	Only Extensions
Waiver	Only Waivers
Pending	Only Pending Requests

Sorting

The Project, Date Received and Period To headings have sorting capabilities.
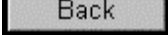
Sorting	
Project	This heading sorts the **Administrative Request Status Box** in ascending numerical order (lowest to highest number); by FHA number and/or Contract number. If a project is a combined submission, then the **Administrative Request Status Box** sorts with the lowest FHA and/or Contract number displaying.
Date Received	This heading sorts the **Administrative Request Status Box** by ascending received date; oldest date on top to most current date at the bottom of the list.
Period To	This heading sorts the **Administrative Request Status Box** by ascending end date, oldest date on top to most current date at the bottom of the list.

Detailed Status Information

To review the details of the status of a particular administrative request, click on an underlined status link (<u>APPRVD</u>, <u>DISAPPD</u>, and <u>PENDING</u>).
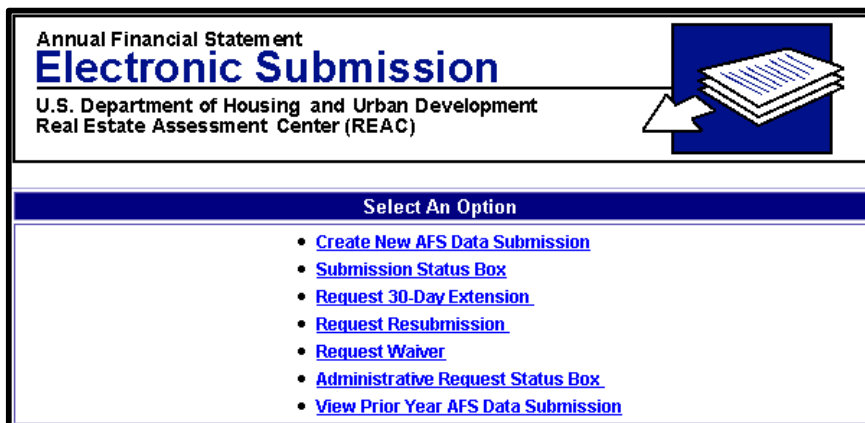
- Provides the decision status of an administrative request, and the reason for that decision, once a decision is made.
- Detail information varies if the administrative request is for an audited or owner certified annual financial statement.
- Each administrative request has a status link of <u>APPRVD</u>, <u>DISAPPD</u>, and <u>PENDING</u> that provides detailed status information for each specific administrative request.
- Approved or disapproved administrative requests can be removed from the **Administrative Request Status Box** by accessing the detail status pages.
- Administrative requests with a Pending status (awaiting a decision) remain in the **Administrative Request Status Box**, and cannot be removed.
- FASS records and maintains the receipt of all administrative requests for each annual financial statement, by request type (e.g., EXTEN, RESUB, and WAIVR), and assigns a sequential number to each administrative request type (e.g., First, Second, Third, etc.).

The [Back] button located on the detail pages returns the user to the **Administrative Request Status Box**.

Viewing an Administrative Request

1. Go to the **Select an Option** screen

2. Click on the Administrative Request Status Box link. The **Administrative Request Status Box** screen displays (next page).

The **Administrative Request Status Box** displays Individual, Combined and Consolidated submissions. By selecting the drop-down arrows, all properties associated with that submission are displayed.

Combined Submission

Consolidated Submission

Pending Request

1. Select the Pending link from the Status field to view the **First Extension Request** for this Tax ID and year.

2. Click the Back button when done viewing the screen.

Approved Request

Annual Financial Statement
Electronic Submission
**U.S. Department of Housing and Urban Development
Real Estate Assessment Center (REAC)**

First Extension Request

Organization:	HARDEN & WEAVER, A PARTHERSHIP
Tax ID:	888888881
AFS FYE:	12/31/1995

Project Name	Date From	Date To
Consolidated Statement	01/01/1995	12/31/1995
010TC111 - HARDEN APARTMENTS (1)	01/01/1995	12/31/1995
010TC112 - WEAVER APARTMENTS (2)	01/01/1995	12/31/1995

Audit Firm:	First M. Last, CPA	CPA Engagement date:	12/31/1994
Auditor Phone	123-456-7891	Date Received:	08/17/2003
Auditor E-mail:	CPA@email.com		

Request Date: 09/14/2003

Reason for Request: Enter data into the fields that have a red * next to them.

Disposition

Decision:	Approved
Due Date:	03/31/1996
Reason:	This request was approved. A reason is not required on approvals, only required when a request has been disapproved.

[Clear Status]   [Back]

FASSUB Main Menu

<REAC Financial Assessment for FHA/MF Housing>

Comments or Questions <REAC Technical Assistance Center>
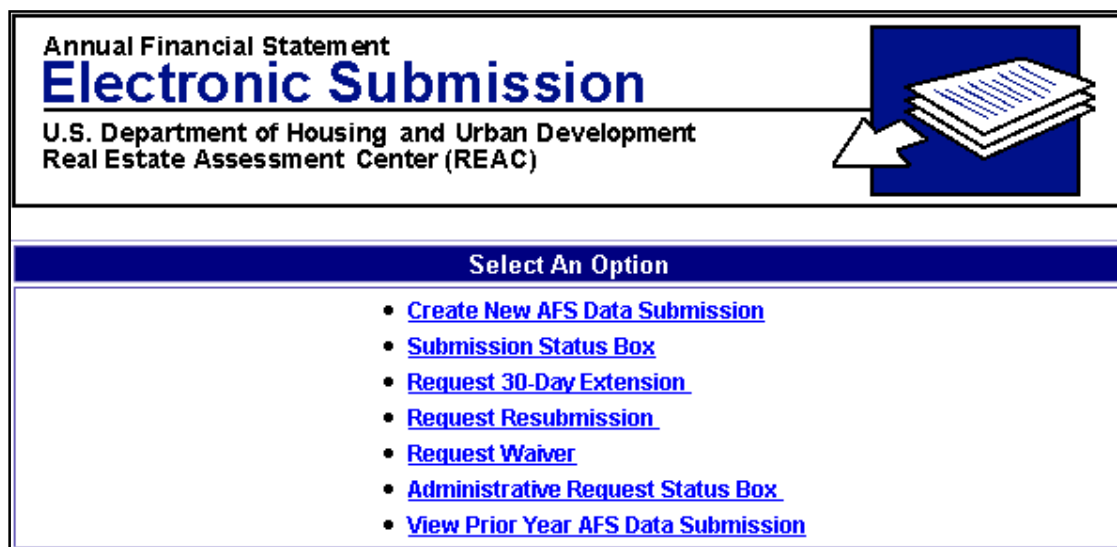
Disapproved Request

Annual Financial Statement
Electronic Submission
U.S. Department of Housing and Urban Development
Real Estate Assessment Center (REAC)

First Extension Request

Organization:	HARDEN & WEAVER, A PARTHERSHIP
Tax ID:	888888881
AFS FYE:	12/31/1995

Project Name	Date From	Date To
Consolidated Statement	01/01/1995	12/31/1995
010TC111 - HARDEN APARTMENTS (1)	01/01/1995	12/31/1995
010TC112 - WEAVER APARTMENTS (2)	01/01/1995	12/31/1995

Audit Firm:	First M. Last, CPA	CPA Engagement date:	12/31/1994
Auditor Phone	123-456-7891	Date Received:	09/17/2003
Auditor E-mail:	CPA@email.com		

Request Date:	09/17/2003
Reason for Request:	Enter data into the fields that have a red * next to them.

Disposition

Decision:	Disapproved
Due Date:	03/31/1996
Reason:	The reason for disapproval is found here.

[Clear Status]   [Back]

FASSUB Main Menu

<REAC Financial Assessment for FHA/MF Housing>

Comments or Questions <REAC Technical Assistance Center>

Clearing an Administrative Request

Administrative requests with the status of **APPRVD** or **DISAPPD** can be removed from the **Administrative Request Status Box** by clicking on the [Clear Status] button. Administrative requests remain in the **Administrative Request Status Box**, until the Clear Status button is selected. Click on the [Back] button to return to the **Administrative Status Request Box.**

1. Access the **Select an Option** screen

Annual Financial Statement
Electronic Submission
**U.S. Department of Housing and Urban Development
Real Estate Assessment Center (REAC)**

Select An Option

- **Create New AFS Data Submission**
- **Submission Status Box**
- **Request 30-Day Extension**
- **Request Resubmission**
- **Request Waiver**
- **Administrative Request Status Box**
- **View Prior Year AFS Data Submission**

2. Click on the Administrative Request Status Box link. The **Administrative Request Status Box** screen displays (next page).

Annual Financial Statement
Electronic Submission
U.S. Department of Housing and Urban Development
Real Estate Assessment Center (REAC)

Administrative Request Status Box

Project	Date From	Date To	Date Received	Type	Status
010TC111 - HARDEN APARTMENTS (1)	01/01/1995	12/31/1995	08/14/2003	EXTEN	APPRVD
050TC551 - THE VILLAGE (1)	01/01/2003	12/31/2003	09/16/2003	EXTEN	DISAPPD
020TC221 - DAVID BARKER TOWNHOUSES COOPERATIVE (1)	01/01/2003	12/31/2003	09/16/2003	EXTEN	DISAPPD
070TC772 - ACRES HOMES (2)	01/01/2003	12/31/2003	09/16/2003	EXTEN	DISAPPD
050TC551 - THE VILLAGE (1)	01/01/2003	12/31/2003	09/16/2003	WAIVR	Pending
020TC221 - DAVID BARKER TOWNHOUSES COOPERATIVE (1)	01/01/2003	12/31/2003	09/16/2003	WAIVR	Pending
010TC111 - HARDEN APARTMENTS (1)	01/01/1996	12/31/1996	09/17/2003	EXTEN	Pending

View Options: All   Resubmission   Extension   Waiver

Projects 1 through 7 of 7

FASSUB Main Menu

<REAC Financial Assessment for FHA/MF Housing>

Comments or Questions <REAC Technical Assistance Center>

3. Select either an APPRVD or DISAPPD link from the Status field. The Approved request displayed below is used as an example.

Annual Financial Statement
Electronic Submission
U.S. Department of Housing and Urban Development
Real Estate Assessment Center (REAC)

First Extension Request

Organization:	HARDEN & WEAVER, A PARTHERSHIP
Tax ID:	888888881
AFS FYE:	12/31/1995

Project Name	Date From	Date To
Consolidated Statement	01/01/1995	12/31/1995
010TC111 - HARDEN APARTMENTS (1)	01/01/1995	12/31/1995
010TC112 - WEAVER APARTMENTS (2)	01/01/1995	12/31/1995

Audit Firm: First M. Last, CPA   CPA Engagement date: 12/31/1994
Auditor Phone 123-456-7891   Date Received: 08/17/2003
Auditor E-mail: CPA@email.com

Request Date: 09/14/2003
Reason for Request: Enter data into the fields that have a red * next to them.

Disposition

Decision: Approved
Due Date: 03/31/1996
Reason: This request was approved. A reason is not required on approvals, only required when a request has been disapproved.

[Clear Status] [Back]

4. Click on the [Clear Status] button. The Project is then removed from the **Administrative Request Status Box**.